



Teaching in Asia

with

University of Maryland

University College

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Teaching with UMUC in Asia

Thank you for your interest in teaching for University of Maryland University College (UMUC) in Asia. The information in this booklet will assist you in completing your application and in understanding how faculty assignments are made.

Good teaching demands long hours of careful preparation. You also need to be available to students beyond the actual time spent in the classroom. Potential UMUC faculty should have the time required to prepare and teach an academically sound course.

About UMUC Asia

UMUC Asia is one of the three major components of University of Maryland University College. The other components are UMUC Europe and UMUC Adelphi. The administrative headquarters offices of UMUC in the United States are in Adelphi, Maryland. UMUC, which was founded on the principle that education is a lifelong process, offers degree and non-degree programs for non-traditional students in Maryland, the Washington, D.C. metropolitan area, and in foreign countries around the globe.

UMUC has served the U.S. military in Asia since 1956. Courses are offered in cooperation with education centers on U.S. Air Force, Army, Navy and Marine Corps installations throughout the Pacific Command. Currently, this involves around 50 locations in seven countries. Classes meet in the education center on military installations, in the local installation high school, or in other facilities. While most classes are scheduled to meet two nights a week, three hours per night, classes are also held in the early morning, at noontime, in the late afternoon, and on weekends. UMUC ensures that students receive 16 classroom hours of instruction for each semester hour of credit earned in a course. At nearly all locations, UMUC's academic year in Asia consists of five eight-week terms.

All UMUC courses carry resident credit transferable to other American colleges and universities. The UMUC Asia Catalog lists the courses most frequently offered in Asia. Students are able to earn UMUC Certificates, Associate of Arts degrees, and the Bachelor of Science or the Bachelor of Arts while studying with UMUC in Asia. A variety of subject areas, and majors and minors, are available.

Students

Military and civilian personnel sponsored by the Department of Defense or other federal agencies and their family members are eligible to apply for admission. In some instances, local nationals may also study with UMUC in Asia. Most students attend class after a full day's work and many have family responsibilities. Usually they are highly motivated individuals. Almost always, they earn the respect of Maryland faculty.

Annually, around 350 students earn associate degrees and another 375 complete baccalaureate degrees through UMUC Asia. The majority of students, however, are overseas on tours ranging from one to three years and therefore transfer their UMUC credits to colleges and universities in the United States.

Faculty

UMUC has two major categories of faculty members: Collegiate, who generally teach full time, and Adjunct, most of whom teach part time. Within these categories, all faculty members are assigned ranks of "Instructor," "Assistant Professor," "Associate Professor," or "Professor."

Collegiate faculty typically hold renewable teaching appointments for one academic year. Most of these faculty are recruited in the United States through Adelphi, Maryland, and are appointed to teach either in UMUC Asia or in UMUC Europe. To qualify for an annual (Collegiate) appointment, the applicant must ordinarily meet University

of Maryland University College requirements for teaching in two disciplines and hold a terminal degree in one of the fields. Faculty members with qualifications in more than one discipline help make it possible for the university to offer a wider range of courses at smaller locations where there are not enough students to fill two courses in one subject during a given term.

Generally, Collegiate faculty are contracted to teach two three-semester-hour courses during each term of the academic year. Thus, the normal full teaching load is 12 hours per week. Faculty holding Collegiate appointments are required to relocate as needed to different locations and countries during the academic year. Potential applicants for annually-appointed collegiate positions who are in Asia and/or already in contact with UMUC Asia in Tokyo should direct their inquiries and correspondence to the Director, UMUC Asia. Other potential applicants should send their inquiries to:

Director, Faculty Recruitment
University of Maryland University College
Overseas Programs
3501 University Boulevard East
Adelphi, Maryland 20783

- Note:
1. Eligibility for Collegiate appointment is limited to U.S. citizens.
 2. No Collegiate appointments are made to local citizen faculty teaching foreign languages.

Adjunct faculty are appointed to teach by the term or, more accurately, by the course within a term. These persons are generally part-time teachers whose major incomes are derived from sources other than teaching for UMUC. Most adjunct faculty members do not move from location to location; they teach when courses for which they are qualified are offered at installations near their places of residence or employment. Some adjunct faculty hold positions on the faculties of Asian universities, while others are U.S. military service members, Department of Defense employees, or persons in private business.

Stipends for American adjunct faculty are paid in U.S. dollars. UMUC adjunct faculty who are citizens of the countries in which they teach are compensated at rates current in those countries for comparable teaching.

The success of the Maryland program in Asia is based upon the quality of teaching and learning in the classroom. For this reason, UMUC focuses its efforts on helping faculty enhance their teaching skills. The Associate Dean oversees the academic curriculum and works closely with Academic Directors, who work actively with faculty on all matters relating to effective teaching and learning in their disciplines. The Academic Directors visit and observe classes and help faculty assess their pedagogical strengths and weaknesses. Area Directors also visit and observe classes, making general observations about classroom interaction. Professional development workshops scheduled throughout the academic year bring faculty together to discuss course objectives and methods, to practice classroom techniques, and to exchange experiences with colleagues. Research, publication, and participation in professional scholarly meetings are encouraged and financially underwritten when funds are available.

It is especially important for prospective applicants to understand that it is not sufficient for faculty in Maryland's overseas programs just to be excellent teachers. Critical to each faculty member's professional effectiveness is the ability to live and work successfully in the military setting. Without compromising academic standards, faculty need to be sympathetically aware of the special stresses which can affect the lives of service members who are also students. They also need to become acquainted with the staff in the Air Force, Army, Navy, and Marine Corps education centers which sponsor the courses offered by UMUC in Asia. Without the expertise and hard work of education center staff, UMUC's program in Asia would not be possible. These and other topics are covered during orientations for new faculty.

Scheduling of Courses

University of Maryland University College courses in Asia are offered through education centers operated by the U.S. military services and normally headed by a government employee known as an Education Services Officer (ESO). At most sites, the ESO's staff includes at least one Education Counselor. In addition, there are Field Representatives employed by UMUC and by the other American academic institutions offering educational programs to U.S. personnel. These institutions serve installations in the Pacific Command with curricula that range from high school completion to graduate work. Field Representatives register students, sell textbooks, and provide a wide range of support and information to students and faculty.

Maryland Area Directors schedule courses each term in coordination with ESOs and/or Counselors. At present, UMUC Asia encompasses four major geographic areas: (1) Japan; (2) Okinawa; (3) Korea; and (4) Guam. An Area Director administers each of these areas.

In developing term schedules for an education center, the Area Director and the Education Services Officer consider the curricular needs of the student population at that center. These are assessed by the Education Services Officer and other center staff, keeping in mind the course requirements for degrees. A large number of UMUC Asia students need courses which fulfill the 32 semester hours (s.h.) of Associate-level General Education Requirements (GER). The GER include courses in communications (9 s.h.), mathematics (3 s.h.), biological and physical sciences (7 s.h.), arts and humanities (6 s.h.), behavioral and social sciences (6 s.h.), and library research (1 s.h.). Freshman and sophomore courses fulfilling the Associate-level General Education Requirements comprise most of the UMUC Asia schedule every term. Also scheduled frequently at many education centers are freshman/sophomore courses in foreign languages.

Over the five eight-week terms of an academic year, many educa-

tion centers are also able to schedule a variety of junior/senior level courses. Students pursuing the Bachelor of Science or Bachelor of Arts must complete 41 s.h. of Baccalaureate-level General Education Requirements, and an appropriate major. The major, that field in which the student develops particular competence, must include at least 30 s.h., and at least 15 s.h. of junior/senior level courses, depending on the field of study. An optional minor, a block of courses which complements a student's work in the major, must include at least 15 s.h., with at least half at the junior/senior level. Education Services Officers and their staffs assess these needs and, in consultation with Area Directors, develop coherent term and annual schedules.

It is the primary responsibility of an Area Director to staff all courses—lower and upper level—with well-qualified faculty. In this effort, Area Directors are assisted by Academic Directors in the various disciplines.

Student Enrollments

The sole source of income for UMUC in Asia is tuition. Every term at every education center presents a challenge with regard to the financial viability of the program.

Because of announced (and unannounced) military exercises and the many demands on their time that adult, part-time students face, it is not possible to predict student enrollments. Sometimes, a class will become so large that it will need to be split, making two classes out of the originally scheduled one. Sometimes a scheduled course will draw few students and such a course may need to be canceled.

Applying to Teach As an Adjunct Faculty Member

After you read this booklet, examine the UMUC Asia Catalog (on line at www.asia.umuc.edu), complete the application forms, and prepare a detailed resume. Your next step as an applicant for adjunct teaching is to communicate with the Area Director responsible for the UMUC program in the geographic area in which you reside, or expect to reside. A letter accompanying your application and resume can complement the information on your application form. In this letter you can describe noteworthy aspects of your education, teaching, and related professional activities. Official copies of your transcripts are required. They are needed to establish your academic background and help determine the courses for which you might be approved to teach.

Although the Area Directors are always interested in the applications of well-qualified prospective faculty members, how much encouragement they can extend initially to applicants will vary. At the time your application is received, an Area Director may need a teacher with your academic profile at an education center near where you reside or will reside, or to which you might be able to commute. Possibly there is a waiting list of faculty available to teach in your discipline. Perhaps a local faculty member in your academic discipline is about to relocate, or you may be qualified in a field where the demand for certain courses is growing. If you can be approved to teach the course or courses which an Area Director needs to schedule, you may soon be teaching with Maryland in Asia.

On the other hand, an Area Director may have no foreseeable need for an additional faculty member to staff the course or courses which you might be approved to teach. In this case, the Area Director will probably respond by explaining that your file will remain active and that you will be notified in the seemingly unlikely event that a need does materialize. In still another case, you may be told that, although no immediate need exists for the courses you might be approved to teach,

the Area Director does anticipate a need in a subsequent term, but only after several months have elapsed.

When they apply, some applicants for adjunct teaching may have not established a residence and are prepared to locate in one of several geographic areas or wherever their teaching skills are needed. If you can consider these options, indicate that on your application form and, if you wish, add an amplifying note in an accompanying letter. Some adjunct faculty are available to relocate periodically to different geographic areas. This is another option you may wish to consider. Qualified applicants who can make themselves available where needs arise enhance their chances of being employed.

If your qualifications appear to be of potential value to the program and an Area Director anticipates a reasonable chance of involving you, he or she will want to initiate the process of requesting specific course approvals for you. At this point, if you have not already met, the Area Director may contact you for an interview. It may be possible to arrange a meeting at one of the education centers close to your residence. Applications to teach will also be reviewed by the appropriate Academic Director responsible for the field, who will also arrange an interview whenever possible.

To determine the specific courses you are approved to teach, your completed file (including application, resume, transcripts and reference letters) is sent to the appropriate Academic Director for review. This process can take several weeks. The Academic Directors approve faculty to teach specific courses overseas. They do not give blanket approval for all courses in the department. After making their determination, the Academic Directors will return this information to the Area Director. For a general idea of the credentials required for teaching, please refer to the back pages of this brochure. You should not expect teaching approvals for any courses outside your graduate area(s) of specialization or relevant teaching or professional experience.

Once you receive departmental teaching approval, the Area Director, as part of the process of formulating term schedules, may then arrange an appropriate teaching assignment for you. Should you be scheduled to teach a course, your file will be sent to the Associate Dean for review and rank assignment, and you will be contacted and sent the necessary textbooks and teaching materials if you do not already have them. Because UMUC conducts classes on military installations, you may also be required, if you are a civilian, to complete a Department of Defense National Agency Check. If your scheduled course materializes, you will then be sent appropriate formal appointment agreement forms and assigned a rank (professional and teaching experience, publications, and professional community service are among the criteria used to determine rank).

Guidelines for Completing the Application to Teach

To reach decisions about ranks and request for approval to teach specific courses, the Academic Dean and Academic Directors rely fully on the documentation you submit. Thus, in completing your application, it is necessary for you to supply as much relevant information as possible concerning your areas of expertise. A complete, up-to-date and comprehensive resume is critically important. Applicants who attended institutions which issue transcripts should have these submitted as soon as possible.

If your college or university does not issue transcripts, you must find other ways to document the nature of your studies. Among the materials which would prove helpful are photocopies of your course and program descriptions, diplomas and certificates, copies of seminar reports, publications, titles of papers written, and statements from your referees about the subjects of your studies. The more documents you supply and the more specific they are, the greater your chances of having the evaluation completed within a reasonable period of time and of your being approved for the appropriate course(s).

A complete file consists of the following four parts:

1. UMUC Asia “Application to Teach” form.
 - a. Include all civilian teaching and related or relevant employment experience. Language and mathematics applicants should also include tutoring experience.
 - b. Use this booklet and the ***Catalog*** to determine the courses you believe you are qualified to teach. Be conservative. Applicants should only list courses that they would be really comfortable teaching in light of their background and experience. Those who have never taught before should list only a few courses. Criteria governing course approval are provided in the next section.

2. Resume

Provide detailed descriptions and dates of your: a) employment experience, particularly your teaching and employment experience related to your teaching area and/or your professional field; b) professional development activities; c) community and professional service; d) professional service awards; e) academic research and publications.

3. Letters of Reference.

- a. Please be certain the addresses you provide are accurate and include zip codes.
- b. Since applications are evaluated by representatives of academic departments, letters of reference from graduate professors, academic colleagues, deans or heads of departments are necessary. One letter from a military or nonacademic civilian source is acceptable, but the majority of references should come from professional academic sources.
- c. A current university placement file, that is, one containing letters of reference from those familiar with your most recent academic work, can serve in lieu of individual letters of reference.

4. Transcripts.

Undergraduate and graduate transcripts are important attachments to the application. Applicants must request transcripts, since schools release them only when requested by former students. Please request that they be sent directly to the appropriate Area Director. You may submit unofficial (i.e., your own) copies of transcripts, if fully legible, only as an interim measure. Also explain any professional certifications or relevant experience you may have.

Minimum Requirements for Teaching in Specific Disciplines

Accounting. A master's degree in accounting is the normal requirement. Candidates with a bachelor's degree in accounting and a concentration of graduate-level accounting courses (at least three) completed as part of a master's degree in business administration may be considered for Principles of Accounting (ACCT 220, 221).

Anthropology. A doctorate or extensive work beyond the master's degree. Applicants may be approved to teach only those courses directly related to their graduate concentration.

Asian Studies. A master's degree is the minimum requirement. A doctorate is required for many upper-level courses.

Art History. A doctoral degree, or a master's degree plus extensive background and experience. Graduate work must be in art history rather than, or in addition to, the practical arts. At least two years of experience teaching non-traditional students at the college/university level is preferred.

Astronomy. See Science.

Biology. See Science.

Business Administration. A master's degree is required as the minimum academic preparation for all courses in business and management, human resource management, and marketing. Approvals for upper-level courses will be extended for areas supported by a concentration (at least three courses) of graduate work.

Business Law (BMGT 380, 381). A law degree with concentration in areas pertinent to business.

Chemistry. See Science.

Computer Studies. A minimum of a master's degree in computer science or information systems management. Faculty members must also have professional experience with computers, have college-level teaching experience in one of the computer studies disciplines, and be proficient in using sophisticated microcomputers in an instructional setting.

Economics. A master's degree in economics is the minimum requirement for teaching Principles of Macroeconomics or Microeconomics. Approvals for upper-level economics courses will be extended to those areas of economics supported by a concentration of graduate course work.

Education. Applicants should have a doctorate and professional experience in the specialty area(s) that they are seeking to teach. Applicants without the doctorate may be considered if they have completed extensive work beyond the master's degree (including the successful completion of discipline courses/comprehensive examinations or the equivalent and are at the dissertation/project(s) stage of the doctoral process), professional certification (preferred but not required) and must have previous college teaching experience (minimum of two years: including face-to-face and online). Approval to teach can be given only for courses directly related to the applicant's graduate area(s) of concentration.

English. A doctorate or master's degree in English language or literature. A doctorate or master's degree in English education may earn approval to teach some ENGL courses, depending on other qualifications and teaching experience. At least two years of experience teaching non-traditional students at the college/university level is preferred.

Foreign Languages. Applicants should be native speakers and should hold a relevant master's degree. Training in linguistics and previous experience teaching the language to English speakers is preferred.

Geography. A master's degree in geography is required.

Geology. See Science.

Government and Politics. A doctorate or extensive work beyond the master's degree. Approvals will extend only to the course(s) directly related to the applicant's undergraduate courses and graduate concentration. Holders of an undergraduate and graduate degree in political science with teaching experience may be considered for a limited number of courses.

History. A doctorate or extensive work beyond the master's degree. Approvals will extend only to the course(s) directly related to the applicant's undergraduate and graduate courses and graduate concentration. Holders of an undergraduate and graduate degree in history with teaching experience may be considered for a limited number of courses.

LIBS 150. In lieu of a master's degree in library science (preferred), demonstrable evidence of graduate level coursework in research and extensive research in support of a master's or doctoral thesis. Training and experience in WebTycho is preferred. Successful completion of LIBS training with UMUC is required. At least two years of experience teaching non-traditional students at the college/university level is preferred.

Mathematics. The minimum of a master's degree or equivalent in mathematics, engineering, physics or a math-related field. The doctorate is preferred. Other factors considered include recency of exposure to mathematics, extent of teaching experience, and academic references.

Philosophy. A doctorate or extensive work beyond the master's degree. Approvals will extend only to the course(s) directly related to the applicant's undergraduate courses and graduate concentration. Holders

of an undergraduate and graduate degree in philosophy with teaching experience may be considered for a limited number of courses.

Physics. See Science.

Psychology. The Ph.D. is preferred. Holders of an undergraduate and graduate degree in psychology who have had a minimum of three years' teaching experience in psychology may be provisionally approved for a limited number of courses. Approval for PSYC 100 requires graduate course work in each major area of psychology.

Science. In general, a doctorate in the subject area is preferred. A master's degree is the minimum requirement for approval. Broad training is a better preparation than narrow specialization to teach most lower-level courses in astronomy, biology, chemistry, geology, natural science, and physics.

Sociology. A doctorate or extensive work beyond the master's degree. Approvals will extend only to the course(s) directly related to the applicant's undergraduate courses and graduate concentration. Holders of an undergraduate and graduate degree in sociology with teaching experience may be considered for a limited number of courses.

Speech. A master's degree in speech communication or rhetoric. A degree in speech pathology is not appropriate for approval to teach SPCH 100. At least two years of experience teaching non-traditional students at the college/university level is preferred.

Theater. A doctoral or master's degree in drama/theatre arts, or a master's degree in speech with a concentration in drama/theatre arts, or extensive experience in theatre practicum. At least two years of experience teaching non-traditional students at the college/university level is preferred.

To Contact University of Maryland University College Regarding Teaching

In Guam:

U.S. Post: UMUC Asia
Attn: Office of the Area Director
36 MSS/DPE (UMD)
Unit 14001 Box 14
APO AP 96543-4001

Telephone

International: 1-671-366-7132
Within Guam: 366-7132
DSN: 366-7132
Fax: 1-671-366-4785

E-mail: oguam@asia.umuc.edu

In Japan (Honshu & Kyushu):

U.S. Post: UMUC Asia
Attn: Office of the Area Director
Unit 5060, Box 0100
APO AP 96328-0100

International mail: UMUC Asia
Attn: Office of the Area Director
Bldg. 445, Yokota
Fussa, Fussa-shi
Tokyo (197-0001) Japan

Telephone

International: 81-425-52-2511 (ext. 5-3690)
International direct: 81-3117-55-3690
Within Japan: (042) 552-2511 (ext. 5-3690)
In-country direct: 00579-3117-55-3690
DSN: 225-3690
Fax: (042) 551-8305 (Japan),
81-425-51-8305 (Int.)

E-mail: ojapan@asia.umuc.edu

In Okinawa or Kwajalein:

U.S. Post: UMUC Asia
Attn: Office of the Area Director
Kadena Education Center
18 MSS/DPE
Unit 5134 Box 40
APO AP 96368-5134

International mail: UMUC Asia
Attn: Office of the Area Director
Education Center, Kadena Air Base
Building 59, Room 206
Kadena-cho, Okinawa-shi
Okinawa-ken 〒904-0000 Japan

Telephone

International: 81-98-938-1111 (ext. 634-3767)
International direct: 81-6117-34-3767
Within Japan: 098-938-1111 (ext. 634-3767)
In-country direct: 00579-6117-34-3767
DSN: 634-3767
Fax: 098-939-5429 (Japan)
81-98-939-5429 (Int.)

E-mail: ookinawa@asia.umuc.edu

In Korea:

U.S. Post: UMUC Asia
Yongsan Education Center
Unit 15556 Box 0614
APO AP 96205-5556

International mail: UMUC Asia
Yongsan U.S. 8th Army Post
Seoul (140-120) Korea

Telephone

International: 82-2-7913-7141
Within Korea: 02-7914-4529
DSN: 723-7141
Fax: 02-797-8843 (Korea), 82-2-797-8843 (Int.)

E-mail: okorea@asia.umuc.edu

For all other locations or queries about full-time teaching:

U. S. Post: UMUC Asia
ATTN: Office of the Director
Unit 5060, Box 100
APO AP 96328-0100

International mail: UMUC Asia
Bldg. 445, Yokota
Fussa, Tokyo 〒197-0001 Japan

Telephone

International: 81-425-52-2511 (ext. 5-3680)
Within Japan: 0425-52-2511 (ext. 5-3680)
DSN: 225-3680
Fax: 0425-51-8305 (Japan), 81-425-51-8305 (Int.)

E-mail: odirector@asia.umuc.edu